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Formatting

Conditional formatting allows you to change the appearance of a control on a form or report based on criteria you specify. Conditional formatting helps you highlight important or exceptional data on a form or report. **CASE** You want to apply conditional formatting to the SalesDateParameter report to emphasize different tour Price levels.

STEPS

TROUBLE

Be sure the Price text box (not Price label) is selected.

1. Right-click the SalesDateParameter report tab, then click **Design View**
2. Click the **Price** text box in the Detail section, click the **FORMAT** tab, then click the **Conditional Formatting** button in the Control Formatting group
The Conditional Formatting Rules Manager dialog box opens, asking you to define the conditional formatting rules. You want to format Price values between 500 and 1000 with a yellow background color.
3. Click **New Rule**, click the text box to the right of the between arrow, type **500**, click the **and** box, type **999**, click the **Background color** button arrow , click the **Yellow** box on the bottom row, then click **OK**
You add the second conditional formatting rule to format Price values greater than or equal to 1000 with a light green background color.
4. Click **New Rule**, click the **between** list arrow, click **greater than or equal to**, click the **value** box, type **1000**, click the **Background color** button arrow , click the **Light Green** box on the bottom row, then click **OK**
The Conditional Formatting Rules Manager dialog box with two rules should look like **FIGURE H-6**.
5. Click **OK** in the Conditional Formatting Rules Manager dialog box, right-click the **SalesDateParameter** report tab, click **Print Preview**, type **7/1/15** in the Enter start date box, click **OK**, type **7/31/15** in the Enter end date box, then click **OK**
Conditional formatting rules applied a light green background color to the Price text box for two tours because the Price value is greater than 1000, as shown in **FIGURE H-7**. Conditional formatting applied a yellow background color to the Price text box for one tour because the Price value is between 500 and 1000. Default formatting was not applied to the Price text box for two tours because they do not meet any of the conditions in the Conditional Formatting Rules Manager dialog box.
6. Save then close the SalesDateParameter report



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